



EXECUTIVE BRIEF

CHIEF EXECUTIVE OFFICER (CEO)

For additional information:

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Executive Search

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INTRODUCTION

On behalf of the Dementia Society Ottawa and Renfrew County (the Dementia Society), thank you for considering the role of Chief Executive Officer (CEO).

This Executive Brief contains:

- An overview of the Dementia Society of Ottawa and Renfrew County,
- An outline of the CEO's position and the ideal candidate profile,
- The search process including key dates.

Some of the material may be subject to change. We will do our best to keep you informed of any new developments over the course of the search.

Additional information regarding the Dementia Society can be found on their website at:
www.dementiahelp.ca

Please take note of the following dates in your calendar. Should you be short listed, you will be invited to interview in Ottawa. You may also be invited back for a second interview if you are one of the finalist candidates.

- Presentation of candidate profiles and materials to the Selection Committee:
Monday, May 14, 2018
- Short List interviews with Selection Committee:
Thursday, May 24, 2018
- Second interviews with a presentation to the full Board: TBD

Please feel free to contact me should you have any additional questions.

Sincerely,

Nicole



FACTS

- **7,500** caregivers and people with dementia are supported by The Dementia Society of Ottawa and Renfrew County annually
- **564,000** people in Canada live with dementia (2016)
- **20,000** people in Ottawa and Renfrew County live with dementia (2016)
- **25,000** new diagnoses of dementia in Canada every year and this is expected to increase as our population ages

A Little History

Our Society was established in 1980. We are proud of our long-standing history of serving people with dementia and their caregivers in Ottawa and Renfrew County for over 35 years. We are a non-profit and charitable organization.

In April 2017, our Board of Directors made the decision to no longer remain a part of the federation of Alzheimer Societies in Ontario. This decision was based on two fundamental concerns: 1) a significant negative impact on financial resources of the terms of the proposed new federation agreement and 2) a concentration of decision making and control at the provincial level as provided for in the proposed new federation agreement. As a result of our Board's decision, we changed our name to The Dementia Society of Ottawa and Renfrew County and we are no longer affiliated with the Alzheimer Societies in Ontario.

Our new name more properly reflects the scope and reach of our education and support services. Many of the people who need our help are impacted by types of dementia that include, but are not limited to, Alzheimer's disease. We have a long and proud history of helping people diagnosed with any type of dementia and their caregivers – and we will continue to do so.

Who We Are

We are a dynamic regional Society dedicated to serving the diverse needs of people affected by dementia in Ottawa and Renfrew County. We are governed by a volunteer Board of Directors, operated by staff of 25 and supported by over three hundred dedicated volunteers – all driven by a clear **Mission, Vision and Values**. We receive our funding from the Champlain Local Health Integration Network (LHIN) and complement that with fundraising.

VISION

No one should face dementia alone.

MISSION

We help people impacted by dementia in our communities by providing:

- Guidance and support
- Social programs and peer engagement
- Education
- Information and resources. We are here to help!



VALUES

Our values guide our behaviours. They can be seen in all our work and all our relationships. They are evident in our interactions with those we serve, volunteers, staff, Board members, partners, funders and all who impact on the achievement of our Vision.

- **CLIENT-CENTERED**
Our commitment to work in collaboration with our partners to meet clients' needs closer to home is at the centre of all we do.
- **EXCELLENCE**
We strive for excellence in the delivery of our programs and services, which are based on the best available evidence, practices, and knowledge.
- **RESPECT AND EMPATHY**
We treat everyone as we would want our loved ones to be treated.
- **ACCOUNTABILITY**
We conduct ourselves, in our work and our relationships ethically, honestly and with transparency. As stewards of financial resources, we are fiscally responsible.

What is Dementia?

Dementia is not a specific disease but an umbrella term for many brain illnesses. Dementia includes a wide range of symptoms caused by neurodegeneration (degeneration of the building blocks of the brain). Neurodegeneration is a progressive deterioration of the brain that leads symptoms to get worse over time and provokes the appearance of new symptoms as the deterioration spreads. The symptoms include memory deficit, changes in behaviour and the inability to perform everyday activities.

Dementia is progressive, which means the symptoms will gradually get worse as more brain cells become damaged and eventually die. Dementia is not a specific disease. Many diseases can cause dementia, the most common being Alzheimer's disease and Vascular dementia (due to strokes). Some of the other causes of dementia include Lewy Body disease, head trauma, fronto-temporal dementia, Creutzfeldt-Jakob disease, Parkinson's disease, and Huntington's disease. There are many other types of dementia. Here is a non-exhaustive list of other types of dementia: Normal Pressure Hydrocephalus, Chronic Traumatic Encephalopathy, Traumatic Brain Injury, Down Syndrome, Posterior Cortical Atrophy, Wernicke-Korsakoff Syndrome and HIV-Related Cognitive Impairment or HIV-Associated Neurocognitive Disorder.



What We Do

Caregiver Support

Staff provide caregiver support, education, system navigation, and information and referral to partner organizations over the course of the dementia journey. Staff work with caregivers and persons with dementia who may require specific interventions as the dementia progresses. Staff assist with system navigation, strategies for self-management, and referral to specialized geriatric services as needed. We work in close collaboration with primary care, geriatric specialty services, and other community support services to support care planning.

Education

- ***Dementia Basics***: an opportunity for the general public to receive an overview of dementia
- ***Living with Dementia***: an opportunity for persons with a diagnosis of dementia and their caregiver to gain information on care resources and options as they begin their journey
- ***Supporting Dementia***: an opportunity for caregivers to learn about dementia and the caregiving role
- ***Managing the Challenges of Dementia***: an opportunity for caregivers to better understand and cope with the behavioural and psychological symptoms of dementia
- ***Making the Decision/Understanding and Accessing Home and Community Care***: an opportunity for caregivers to learn more about this important community resource
- ***Managing Late Stage Dementia***: an opportunity for caregivers to understand the specific challenges in caring for someone with late stage dementia

Support Groups and Social Programs

- ***Caregiver Support Groups***: opportunities to learn from peers who are on the caregiving journey
- ***Music Programs***: instructor led musical opportunities for persons with dementia and their caregivers
- ***Guided Art Tours***: hosted by The National Gallery for caregivers and persons with dementia
- ***Exercise Programs***: instructor led gentle exercise program for caregivers and persons with dementia

Speakers Bureau and Community Education

Staff and trained volunteers work with our community partners to raise awareness and reduce the stigma related to dementia.



POSITION DESCRIPTION

POSITION TITLE:	Chief Executive Officer (CEO)
STATUS:	Permanent Full-Time
REPORTS TO:	The Board of Directors – through the Chair and Executive Committee
SUPERVISION:	~ 25 staff 4 direct reports
BUDGET:	~ \$2.2 million
LOCATION:	1750 Russell Rd, Suite 1742, Ottawa. Central office located in the Perley and Rideau Veterans' Health Centre facility.
IDEAL START DATE:	June 2018

The Dementia Society Ottawa and Renfrew County is looking for a new CEO to lead the organization into the future by building upon past successes and new partnerships. It will be critical in this role to build important liaisons with staff, external partners and community stakeholders to continue advancement of the Dementia Society's mandate.

KEY AREAS OF RESPONSIBILITY

LEADERSHIP

- Participates with the Board of Directors in developing a vision and Strategic Plan to guide the organization
- Identifies trends and innovative opportunities to the Board
- Acts as a change agent to enhance the quality of life of those with dementia and their caregivers
- Acts as a spokesperson for the Dementia Society in addition to the Chair of the Board
- Contributes to Board decision-making
- Becomes a champion for the clients we serve and for the work of the Dementia Society
- Motivates staff and volunteers
- Delegates responsibility and authority appropriately
- Fosters teamwork and collaboration amongst Board and staff members
- Participates in major gifts/planned giving program



OPERATIONAL PLANNING AND MANAGEMENT

Oversees and works collaboratively with the Senior Management Team to ensure that the operation of the Dementia Society meets the expectations of its clients, Board of Directors and Funders through:

- Effective implementation of the Strategic Plan
- Effective Program planning, implementation and evaluation
- A comprehensive Human Resource Strategy that includes a Risk Management component
- A solid Financial Planning and Management System
- An innovative Fund and Fundraising Development Plan
- An on-going internal and external Communications Strategy

COMMUNITY RELATIONS/PARTNERSHIPS/ADVOCACY

Participates in external working groups and committees when appropriate to build and maintain excellent working relationships with:

- The Champlain Local Health Integration Network – our regional funding body
- The Champlain Dementia Network
- Other organizations devoted to serving people with dementia and their caregivers
- Relevant professional, business, community and health care organizations
- Provincial members of parliament (MPP's) and bureaucrats and other levels of government when appropriate

OTHER

- Prepares Board agendas in collaboration with the Chair
- Attends meetings of the Board of Directors as a non-voting member
- Acts as a resource person to the various Standing Committees of the Board
- Performs other duties as requested by the Board of Directors



KNOWLEDGE, SKILLS AND EXPERIENCE PROFILE:

- Post-secondary degree – relevant discipline (Health Administration preferred)
- Good working knowledge of dementia and its impact
- 10+ years of senior operational, financial, and human resource management experience, ideally in a related health or social service field
- Good working knowledge/experience of the community support service sector
- Highly developed analytical and organizational skills
- Leadership traits and qualities must include: integrity, politically savvy but with an apolitical approach; mature and practical approach to navigating the complexities of a non-profit organization; client-oriented with a natural sense of urgency, professional and civil in all interactions
- Builds, develops, empowers, manages and retains a motivated team capable of providing excellent and value-added services to all clients, families and caregivers. Enjoys people and possesses superb communication and interpersonal skills; open and approachable, tactful and sensitive while willing to take a stand when necessary; counts consensus building as a key strength; visible, accessible, and available
- Exhibits a high degree of unemotional self-confidence; inspires trust and is credible, authentic and honest.
- Extremely strong and credible communicator with a firm grasp and understanding of the audience needs
- Possesses a sense of humour
- Bilingualism an asset



The Dementia Society of Ottawa and Renfrew County (DSORC) is a non-profit and charitable organization. With a volunteer Board of Directors, over 100 passionate volunteers, as well as 25 dedicated staff members (full & part time), all driven by a clear mission, vision and values, we are a dynamic local Society dedicated to serving the diverse needs of people living with dementia and their families in Ottawa and Renfrew County.

The Dementia Society's mission is to help people in our communities impacted by dementia, by providing guidance and support, social programs, peer engagement, education, information and resources. Our vision is that no one should face dementia alone. The Dementia Society of Ottawa and Renfrew County is now looking for a new and experienced CEO to lead the organization into the future by building upon past successes and establishing new partnerships.

Chief Executive Officer

Reporting to the Board of Directors, the Chief Executive Officer (CEO) will contribute to strategic planning and execute on operational and fundraising plans that achieve results and key milestones through people and financial leadership, and relationship-building skills. It will be critical in this role to collaboratively build important liaisons with staff, external partners and stakeholders to continue the advancement of DSORC's mandate. Experience working in a volunteer organization through a professional and efficient staff is key. DSORC's next leader is a builder and mentor who is passionate about shaping a positive organizational culture, and growing talent to deliver tomorrow's best practices in client programs and services.

The ideal candidate will have significant senior leadership experience and successfully led people, strategy and change in a not-for-profit, multi-stakeholder environment, ideally related to community support services and/or health care. You bring a vision for the future of DSORC and will act as a spokesperson in addition to the Chair of the Board. You will become a champion for the clients we serve and for the work of the Dementia Society. Familiarity with the operational processes of Local Health Integration Networks (LHINs) would be a definite asset. As well, the preferred candidate will bring a high degree of collaboration, respect, professionalism and integrity with superior communication and interpersonal skills. A post-secondary degree in a relevant field is required and a minimum 10 years of senior management experience in the social service field is ideal. Bilingualism would be considered an asset. For more information, please visit the website at www.dementiahelp.ca.

Should you wish to learn more about this outstanding leadership opportunity, please call Nicole Poirier at 613-915-5030 or email your CV and letter of introduction to: Nicole.Poirier7@gmail.com with Subject Header: DSORC



STEPS IN THE SELECTION PROCESS

1. If you wish to be considered for this position, please submit your resume and cover letter in confidence to Nicole Poirier, Executive Search, Nicole.Poirier7@gmail.com.
2. Applicants whose background and experience most closely match the requirements of the job description and the client's needs will be screened by telephone. If further details are required, candidates may be invited to a face-to-face interview.
3. The candidates with the closest profile to the client's needs will be presented to the Selection Committee. From the list of top candidates, the client will review all documentation and select 3 or 4 candidates to interview. The **first round** of interviews with the Selection Committee is provisionally scheduled for Thursday, May 24.

In fairness to everyone, it is imperative that candidates do not move forward in the process if there are any doubts about accepting the position should it be offered to them.

4. Based on the candidate interviews, the top 2-3 candidates may be invited to meet with the full Board. This interview may involve making a short presentation on a specific topic.
5. Once a candidate is selected, reference checking will begin and a discussion around the parameters of an offer will be established. When all is satisfactory and agreed upon by both parties, a formal written offer will be presented to the candidate.

